DegreeWorks for Advisors

DegreeWorks is an electronic degree audit program and academic advising tool for reviewing students’ progress toward their degrees or certificates. It extracts transcript information from the Banner database and organizes it chronologically and categorically, identifying courses that have been completed and courses still needed to fulfill students’ graduation requirements. Requirements from catalog years 2006 to present are available for undergraduate degrees. DegreeWorks also has other capabilities:

- It allows advisors to record notes about students’ advising appointments for the student.
- It can be used by advisors to plan students’ future class schedules. Utilizing the plans may determine future course offering.
- It allows advisors and students to explore how the student’s completed coursework fits into the requirements for other degrees, certificates, majors, minors and concentrations.

Although the requirements for graduate-level programs are in DegreeWorks graduate students must submit a Graduate Studies Plan. Those students’ plans may differ from the catalog requirements shown in DegreeWorks. All graduate programs are programmed from catalog years 2011-2012; however, some programs may have earlier years programmed.

Login Process

DegreeWorks is a web-based program accessed through the university’s UAOnline web site. Use your Internet browser to go to uaonline.alaska.edu.

When you reach the UAOnline site, use the Login to Secured Area link.

Use your UA Username. This is normally the first letter of your first and middle name followed by your last name. There may also be a number associated with your username. If you do not know your UA Username, click the appropriate campus under Forgot Password or UA Username.

You create your password through E.L.M.O. for UAOnline If you forgot your password, you will need to select the appropriate campus under Forgot Password or UA Username. For UAS, you will be redirected to ELMO. Once you have your UA Username and password, enter them and select LOGIN.
Forgot Password or UA Username
In ELMO select one of the listed options to retrieve your UA Username, reset your password or both. You will be asked questions based on your personal account. If you have any issues or not able to find your account, contact the UAS Helpdesk at 907-796-6400, Toll-free at 1-877-465-6400, or by email at helpdesk@uas.alaska.edu.

Terms of Usage
After your first login, the Terms of Usage appear. You must agree to the terms to continue.

Welcome Page
After you successfully log in, the sections of UAOnline that pertain to you will be available as tabs or as a menu on the main page.

Faculty Services
Select the Faculty Services menu, which also contains the tools for advisors. To use DegreeWorks, you must have advisor access in Banner. If UAOnline does not display this option, contact the Registrar’s office at 907-796-6100 or contact your academic administrative assistant for the appropriate paperwork.

Advisor Menu
Select the Advisor Menu (1) > DegreeWorks/Electronic Degree Audit (2) > UAS DegreeWorks (3)
Redirect to DegreeWorks
When you reach the Redirecting to DegreeWorks page, use the Click to Redirect to DegreeWorks button.

You will be redirected the DegreeWorks home page with a message from the UAS Registrar’s office. From here you can enter the student’s ID (pg. 7) or use the Find function (pg.6) to search for students.
A) Find Function

If you need to find a student or a group of students, click the Find (A) tool near the left corner of the DegreeWorks header section. A pop-up window will open letting you search for students based on ID number, name, degree, major, and other categories shown. Each additional criteria selected acts as an AND not an OR logic operator. If you select two majors the find will try to find students in both majors not each major separately. Each search criteria can be used in combination with or alone to find students.

When searching for students you need to select a level (1):
- Undergrad if they are UAS degree-seeking students.
- Non Degree Seeking for students who are not yet admitted.
- Graduate for all graduate students.

Leaving the level at the default All Level Codes could cause your results to included UAA or UAF students who have taken a course at UAS.

Choosing a Degree (2) with level will return all students in that degree. This can be used to view all students the A.S. degree.
Adding the additional criteria of major (3) will further refine your results to students in that major and degree. Selecting an invalid degree and major combination will return no results.

Minor (4) and Concentration (5) can also be selected to further refine your search for students.

When you finish entering your criteria, click the **Search** (6) button or press the **Enter** key on your keyboard. Search times will depend on the criteria and number of results returned. **Note:** clicking the **Search** button while the search is in progress will cause the system to start the process again, thus taking longer to return results. Please try not to do this.

Results of your search will appear in the Students Found (7) section. Only students whose degree programs are considered active and who have had admission or registration activity in the past two years will be included. If your query finds more than 500 students, only the first 500 will be shown. By default, every checkbox next to the students’ names will be marked. The **Check All** (8) and **Uncheck All** (9) buttons turn all of the checkmarks off or on, respectively. You can also toggle individual checkmarks off or on by clicking them. After marking the checkboxes for all the students whose degree audits you want to see, click the **OK** (10) button.

**B) UAID and Name**

<table>
<thead>
<tr>
<th>UA ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>31037139</td>
<td>Student, Sam Test</td>
</tr>
</tbody>
</table>

The ID number and name of the student you selected will appear here. If you selected more than one student, the first one listed in the Find window will appear in the audit page; you can use the Name field’s drop-down feature to see and select different student names. If you know a student’s ID number, you do not have to use the Find tool: instead, you can type the ID number in the UA ID field and then press the **Enter** key to immediately find that student. This will also erase the results of any previous searches done with the Find tool.

**C) Degree, Major and Level**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDS</td>
<td>NDS5</td>
<td>YS</td>
</tr>
</tbody>
</table>

These fields show the student’s degree or certificate abbreviation, major, and the university’s level code for that program of study (for example, US = Undergraduate-level UAS, GS = Graduate-level UAS, OS and XS = Non Degree Seeking UAS, YS = Non Degree Seeking Dual Enrollment). Students who are pursuing more than one degree or certificate will have more than one item in the Degree drop-down list. Students may also have level UA, undergraduate UAA, or UF, undergraduate UAF. In order to the student’s UAS degree program you may need to select the US level, this is only for students in multiple degree programs across multiple campuses.

**D) Last Refresh**

This is the last time data was refreshed (copied) from the Banner student-information database into DegreeWorks. Normally, when data is changed in Banner—for example, when a student registers or a grade is posted—the new data is copied into DegreeWorks that night. If you know that new data was added to Banner since the previous night, you
can refresh the data immediately by clicking the Refresh button. This can be a time-consuming process, so use it only if you are sure the pertinent data in Banner has changed since the last regularly scheduled update.

**Tabs**

**Audits Tab**

To change views, select from the drop-down list and then click the View button.

**Process New**

If you make changes in the Notes section, click the Process New button to make those changes appear in the student’s degree audit.

**Student Information**

This section shows the student’s identification, e-mail address, advisor (if one has been assigned in Banner), the current program of study (minors and concentrations may be listed for some, but not all, students), catalog year when the student was accepted into that program (that catalog’s degree requirements are used as the basis for the degree audit shown below), overall GPA for the program level, and credits earned.

The number of credits shown includes credits in which the student is currently enrolled. To determine the true number of officially completed credits, subtract the number of In Progress credits (see page 9). Also, if a student is currently retaking a class, until the grade for the current class is entered, DegreeWorks will include the credits for both the first and current class until the end of term when repeated courses are removed from the student’s program.
Legend

The legend explains the symbols in the audit

Progress Bars

The Requirements bar indicates the percentage of completed ✔ and in progress ❍ rules to not complete ☐ rules. If a program has ten rules and only one is complete the student would display as 10% complete.

The Credits bar indicates the number of credits by the student to the number of credits required for the degree. Because of this it is possible for a student to have more than 100% of the credits needed for a degree. These bars are for reference purposes only and not meant to be an accurate indication of remaining requirements.

Degree Requirements

Each area broken by the thick blue bar is known as a block. The different blocks will indicate different degree requirements. Some programs have only one block (for example the A.A.) while other programs will have multiple blocks. For example a bachelor’s degree will have a Degree, General Education, Major, Concentration, and possibly others.

General Education Requirements

This block includes the university’s general education requirements for the student’s program. Special requirements for some majors may be listed in separate blocks, with more detail.
Major
This block contains the requirements for the student’s major.

Minor
If the student has officially declared a minor, requirements for that minor appear in this block.

Concentration or Emphasis
If the student has declared a concentration or emphasis, the requirements for it may appear within the major block, or in a separate block.

Electives
This block shows courses that are fulfilling the general elective requirement for the degree.

Fallthrough
This block shows courses were taken and currently do not apply to any of the student’s degree requirements.

Insufficient
This block shows courses with grades that cannot be accepted for credit.

In-Progress
This block shows courses in which the student is currently enrolled.

Not Counted
These are courses that cannot be applied toward graduation (for example, zero-level courses).

Notes
This block contains information from the advisor to the student regarding advising appointment or notes regarding future courses.

Course Link
Hovering your cursor over a course that has not been fulfilled will cause the title and number of credits to appear. Clicking the course will cause a pop-up window to open (you need to allow for pop-ups in your internet settings to view the window) displaying course title, number of credits, description. In addition if the course is being offered then course like will also show CRN, sections, and number seats available.
What If audits

This can show how the completed and in-progress classes fit into the requirements of a different degree or catalog year or both. This may be useful when deciding between graduating under the requirements in the student’s current catalog year or under a different catalog year. What If audits also show how the completed and in-progress classes fit into the requirements for other certificates, degrees, majors, minors, and concentrations. Allowing the student decide if they wish to add a degree or change their major.

To run a What If audit select the student level, degree, academic/catalog year, and corresponding major, minor or concentrations. Then click Process What-If. Please note that change or substitutions cannot be applied to what if audit and what if audits are not saved.

Look Ahead

This allows a student to make a list of courses planned for the future, and to see how they fit into the audit. This information is not saved: when the student logs out or moves to another part of DegreeWorks, the list of planned courses will disappear.

Advisors are encouraged to use the Planner tool instead, because it allows them to plan multiple semesters at once, make advising notes, and create and save multiple plans for each student.

To use the Look Ahead tool, click on it. Enter the course subject code in the subject box. For example enter ENGL for English courses. Then enter the course number, remember the letter ‘S’ is part of our course number and must be added. Once all the courses have been entered click Process New.
The planner can be used by advisors to suggest courses to be taken in the future, and to see how those courses fit into the student’s requirements. Advisors can add new plans, save multiple plans for each student and degree program, and delete saved plans. The student can view their plan once it has been saved. At this time students cannot create, change or delete their plans.

If the student does not have a plan a pop-up will appear asking if you would like to create a plan or use a template. There are no templates created at this time.

You will need to select ‘Blank Plan’

If the student has a plan you will see the plan or list.

Once you are in a student’s plan you will see the Student plan header, the area for the description, and degree. In addition, you will also see the still needed area.

There are four views for viewing the plans. DegreeWorks will default to the Calendar view when you click the “Plans” tab.
Plan Views

- **Audit View**: This view displays the student’s plan next to a view of the plan. You can do light editing to a plan. You drag and drop a course to current or future terms or drag one course from a term to a different term. You cannot add a new term, add any non-course requirements, or delete any courses or requirements.

- **Calendar View**: This displays all the terms in a student’s plan. You cannot make any changes. All printed plans will be in the calendar view.

- **Edit View**: This is where you can create a student plan or make more substantial changes to a current plan. Printing the plan from this view will result in the plan being printed in the calendar view.

- **Notes View**: The display is very similar to the calendar view, however, it does display the notes with each course/semester. You cannot edit the plan or notes in this view.

Audit View

The audit view will display the students audit in the same window as the plan. You can do minimal editing from this view.

Select Audit from the views dropdown menu.

The student’s audit will be on left and the plan on the right. The audit format is slightly different from the normal audit. The purpose of this audit is to check if you have missed any requirements. Non-course requirements will not display in the audit, including planned UAA and UAF courses.
To make changes to plan:
Place your cursor on the desired course in the audit and click the left mouse button and drag the course to corresponding term and let go. The course should then appear in that term. The same is done when moving a course from one term in this view to a new term.

You **cannot** make changes to past terms. Therefore, if you drag a course to a past term it will not show in the audit.

Calendar View

Calendar View summarizes the student’s plan without notes. Plans cannot be edited in this view.

Edit View

This view allows the user to create and do full edits of a student’s plan. Please review Creating and Editing Plans in Edit View on pg.15 for directions on how to use the Edit view.

Notes View

This view summarizes the audit much like the Calendar view with the exception that the notes are also displayed. No changes to the plan or notes can be made in this view.
Creating and Editing Plans in Edit View

Still Needed Area
The still needed area is a list of courses that have not either been completed, not planned for, or the student has not yet registered for. The purpose of this area is to assist the student with planning the courses needed in their degree program. Please note that non-degree students will not have courses showing in the still needed area.

To view the requirements click the blue arrow button and a list will appear showing all courses still needed in that area. Requirements will not be removed from the list right away. Once you have completed the plan click the refresh button in the still needed area. This will refresh the list and let you know if there are still requirements that have not been planned for.

Creating a Plan
Click the Plans tab to start a new plan. Once you click the plans tab either click the Blank Plans tab in the pop-up window or select New Plan button on the right of the list of plans for a student.

Once the new plan opens you will need to enter a Description or title of the plan. And select the degree for the plan. Note: if you are making a plan for a non-degree seeking student you will not be able edit the plan once the student is admitted. Best practice would be to limit the number of terms to one or two for non-degree seeking students.
To add terms to a plan you need to click the plus sign in the same grey box as the description and the degree. Doing so will bring up a drop down box with current and future terms. Select the term you wish to start with. You will repeat this step for each additional term you wish to add to the plan.

Once you select the term a new grey bar will appear with the term listed. This new area will be where you add courses, test scores, or placeholders for the student.

To add a new requirement you will need to click the plus sign. This will bring up a drop down menu for you to choose which type of requirement you would like to add.

There are currently three choices

1. **Course**: this is meant for you to add a UAS to the plan. You will need to make sure to add the ‘S’ to the course number.
2. **Placeholder**: this is a free text area to allow you add or advice on other or vague requirements. For example take any Social Science GER or take a course from UAA.
3. **Test Score**: currently this only has the Praxis test listed. If you would to have other tests added please contact Peter Sommers, 796-6464.
Adding a course

Once you select the course requirement a blank course requirement will show up. There are a couple ways of adding a course. Type the course and number into the requirement box or drag and drop a course from the still needed area. If you drag and drop a new blank course line will automatically appear.

Once you add a course the credits will auto fill. All courses added in this area must be current valid UAS courses. If you forget to add the ‘S’ before the course number you will get an error stating this is not a valid course.

The minimum grade area is there to assist advisors in advising students. This is a drop down box with all grades ranging from ‘A’ to ‘D-‘. This is not validated against any information. This allows the advisor to select a minimum grade if one exists for any reason, such as a pre-requisite, major requirement, or academic reasons. This has been provided to help advisors communicate additional requirements with students.

Adding a place holder

To add a place holder click on the plus button and select place holder from the drop down list in the semester you wish to add the requirement. The term will expand with a new area titled Placeholder Requirement.
You must select one of the pre-defined placeholders from the drop down menu. Repeat the steps if more than one placeholder is required. If there are additional placeholders you would like added, contact Peter Sommers, 796-6464.

The placeholders are generic; the value box is free text. This will allow for defining what the student should take. For example, select UAA course, and in the value state ENGL 111 from UAA.

Removing a requirement

To remove a course, placeholder or blank course requirement you need to select the requirement you wish to remove and click the minus button in that term.

Note: Selecting a requirement can be tricky. Please see the picture below to see the best area to click to select a course requirement. You will want to place your cursor in the same area as the arrow. If you are too far to either the left or the right, the Plan tool will not select the course.

Once you have selected a course click the minus button in the term. See the red circle above.
Saving a plan

Once you have created your plan click save at the bottom of the plan. If you are updating a plan you can use the save as to save it as a new plan.

Notes

You have the ability to add notes to either the whole plan, each term, or for each requirement in the term. To add a note just click the white note picture next to the area you wish to add a note too.

Clicking the note button will bring up a pop-up window allowing you to add the note. This box is a free text area. Please make sure that notes added here pertain to the course and to the student.
Once the box opens you need to click the **Add Note** (A) button. Once you have added your note click **Done** (B).

Notes added to the audit will change the notes button from all black 📝 to black with white lines 📝. Hovering the cursor over the black icon with white stripes will display the note. You can also click the note to view it.

**Course Link**

Course link in the student’s planner works the same way as course link does in the audit. To view the course link click on the blue circle with the letter ‘i’. This will bring up the course link information for that course. The course link circles are found next to course requirements.

**What If in Planner**

There is no “What If” option in the plan. If you are creating a plan for student who is not yet in the degree program you will need to open a new instance of DegreeWorks. In the new instance run a What If audit. You can then use that audit to plan out terms. If the student is a non-degree seeking student, you will not be able to update the plane once they are admitted. The student still will have access once they are in a degree program to view their plan.

**Loading a Saved Plan**

When you go to the Plans tab, you will see a list of plans for the student. To open, double click the plan you wish to open.
Printing a Plan

When viewing a student plan in Calendar or Audit view, click the “Print” button in the lower right hand corner. The plan will open in a new window. Click “Print” in the upper right side of the window.

Notes Tab

This is where the Audits tab’s Notes block gets its information. Caution: Notes are for communication between the student and the Advisor not for notes about the student, remember the student a can view what is written.

View Notes

This displays existing notes.

Add Note

To add a note, click Add Note in the left-hand side of the window. A drop-down list and text area will appear. You can type your note in the text area or select pre-defined notes from the drop-down list. If you select pre-defined notes, you can then edit them in the text area. Click the Save Note button when you are finished. You will a message stating your note has been saved and for you to run a new audit so the note can be viewed. After a note has been saved, only the Registrar’s office can delete it.
GPA Calc Tab

The GPA Calc is meant to help students and advisors understand how grades in earned current or future courses will affect a student’s GPA. Unfortunately, repeated courses are not reflected in the GPA Calc. There are three types of GPA Calculators, Graduation, Term, and Advice. The GPA Calc function cannot determine a student’s eligibility for honors. This calculation is done in the Registrar’s Office.

Graduation Calculator

The graduation auto fills the student’s current UAS GPA (1). You need to enter Credits Remaining (B), Credits Required (C) and Desired GPA (D), and then click Calculate (E). Results will show what the student will need to average in order to achieve the desired GPA.

B) Credits Remaining: The number outstanding credits in a student’s degree audit.
C) Credits Required: The number of credits required for the student’s program.
D) Desired GPA: The GPA would like to have at the time of graduation.

Results will tell the student average GPA over the remaining credits indicated above in order to achieve their goal.
Term Calculator

The Term Calculator shows the affect that different grades will have on the students GPA. Term Calc auto fills the courses for the current term; if the student is not registered you cannot use this calculator.

The Term Calculator also auto fills the students Current GPA and how many credits they have earned.

Use the drop down menus next to each grade to change the grade to the grade the student thinks they will be receiving.

Once the grades have been selected click **Calculate**

The results will show the students new GPA based on the grades selected. This calculator is meant to show a student how low or high grade can affect their overall GPA.
The Advice Calculator is used to show how many credits and at what grade a student will need to get to achieve their desired GPA.

The Advice Calculator auto fills the student’s Current GPA (A) and the number Credits Earned (B). You need to enter the Desired GPA (C).

To run the calculation enter the desired GPA and click **Calculate** (D).

The results will give a breakdown of how many credits are needed at each grade to reach the desired GPA. The calculator will omit results that would require the student to earn an additional 150 credits.

**Example 1**

| Current GPA | 3.06 |
| Credits Earned | 130 |
| Desired GPA | 3.2 |

To achieve your desired GPA, you need one of the following:

- 23 Credits at 4.00 (A) grade average
- 37 Credits at 3.70 (A-) grade average

*Note: Results that would require you to take more than 150 Credits have been omitted.*

**Example 2**

| Current GPA | 2.80 |
| Credits Earned | 52 |
| Desired GPA | 3.0 |

To achieve your desired GPA, you need one of the following:

- 11 Credits at 4.00 (A) grade average
- 15 Credits at 3.70 (A-) grade average
- 35 Credits at 3.30 (B+) grade average

*Note: Results that would require you to take more than 150 Credits have been omitted.*
Logging Out

Click Log Out, near the upper right-hand corner of the DegreeWorks window, or close the browser window.

Reporting Problems

If you find a problem with DegreeWorks, please report to the Registrar’s office at graduation@uas.alaska.edu